



PUBLIC RECORDS
OFFICE OF THE RECORDS ACCESS OFFICER
Martin J. Walsh, Mayor

December 13, 2018

Emma Best
MuckRock News
58217-00365914@requests.muckrock.com

Re: July 14, 2018 Public Records Request

Dear Emma:

The City of Boston (City) has received your request for public records from the Boston Police Department. This response applies only to records that exist and are in the custody of the City. See A Guide to the Massachusetts Public Records Law, p. 32, n.115. It is expected that a custodian of records must use her superior knowledge of her records with respect to responses to public records requests. 950 CMR 32.04(5). Specifically, you requested:

Copies of any internal manuals, instructions, forms or checksheets for how the law enforcement agency processes records requests.

There is only one record responsive to your request. It is a Police Commissioner's Memo, dated December 23, 2016. Please find it included with the electronic copy of this letter. There are no other records responsive to your request.

You may appeal this response to the Supervisor of Records in the Office of the Secretary of the Commonwealth. G. L. c. 66, § 10A (c); G. L. c. 66, § 10(b)(ix); 950 CMR 32.08; 950 CMR 32.08(1)(h) (in petitioning the Supervisor, the requester shall provide a copy of such petition to the records access officer associated with such petition). You may also appeal to the Superior Court. 950 CMR 32.06(3)(c).

Very truly yours,

Shawn A. Williams, Esq.
Director of Public Records
Records Access Officer